

click the **Add to Favorites** button. To remove an existing character from the collection, select the character and click the **Remove from Favorites** button.

- 6) Double-click a special character to insert it into the cell, without closing the dialog. Click **Insert** to insert a selected special character into the cell and close the dialog.

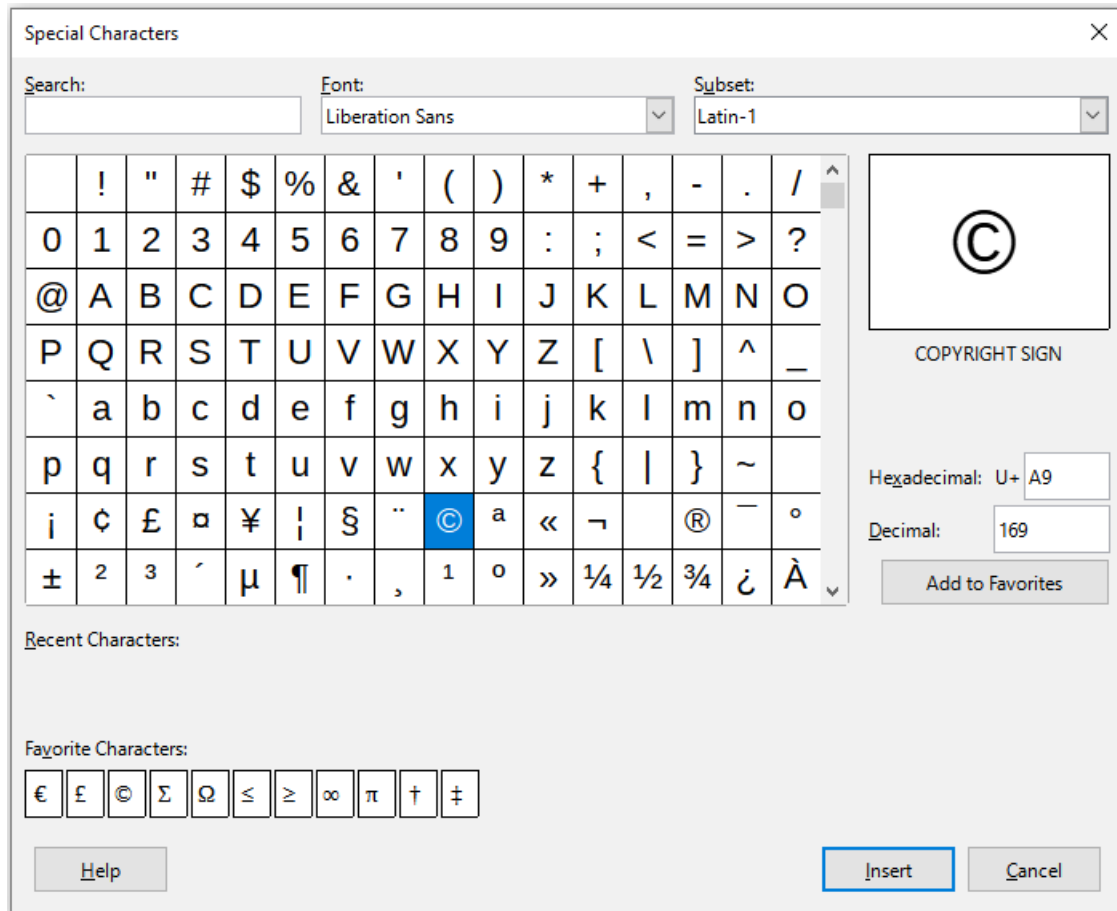


Figure 30: Special Characters dialog

Tip

You can quickly insert one of your recent or favorite special characters by clicking the **Insert Special Characters** icon on the Standard toolbar and selecting the required character from the drop-down. Click **More Characters** on this drop-down to open the Special Characters dialog (Figure 30).

Note

Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* and *Subset* selections.

AutoCorrect options

Calc automatically applies many changes during data input using AutoCorrect, unless you have deactivated any AutoCorrect changes. You can undo any AutoCorrect changes by selecting **Edit > Undo** on the Menu bar, pressing the keyboard shortcut *Ctrl+Z*, or manually going back to the change and replacing the autocorrection with what you actually want to see.

To change the AutoCorrect options, go to **Tools > AutoCorrect Options** on the Menu bar to open the AutoCorrect dialog (Figure 31).